

Clerk & Recorder - Records

Activity Overview

By Montana Law, the Recording Activity within the Clerk & Recorder's Office is responsible for the recording, indexing, safe keeping of land, county and birth / death documents. The activity also is responsible for the recording and maintenance of minutes for the County Commission.

Fees collected by the Clerk and Recorders' - Recording Activity generate a net income to the County General Fund and the Records Preservation Fund, as shown in the budget information on the next page. These revenues offset some of the costs associated with the other Clerk & Recorder activities (Accounting and Elections).

The Records Department is a high traffic department that is greatly influenced by growth in Gallatin County. The first priority is to help the public find the records that they need. It is the goal to do this in an efficient manner that relies on technology and knowledgeable, helpful staff. The time that it takes to process documents is also a key to good service in the Recording Department. The records need to be accurate and as up to date as possible.

Records are currently in several different formats, including paper, microfilm and digital images. The Department is in the process of converting the older formats into the newer and more convenient and accessible digital format. This is a long-term project that will take years to complete.

Another duty of the Clerk & Recorder's Office is to provide certified searches of the records. Commonly, these include Uniform Commercial Code filings, Liens and other various real estate documents.

Other types of documents that the Clerk & Recorder maintains are the supporting documentation of the County Commission actions. These include Resolutions, Ordinances and Contracts that must be indexed and copied and distributed accurately.

Activity Goals

- Maintain under a two-week turn around time for returning documents to customers.
 - Improve public access to records through electronic media (website, road petition database and vitals database).
 - Migrate GIS data to geodatabase.
 - Assist customers to find the records they need in an efficient helpful manner.
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Recent Accomplishments

- Maintained less than two week turn around time for returning documents.
- Improved public access to certain records through electronic media – Commission minutes available via internet.
- Converted existing microfilmed records to digital images for use with CRIS+Plus.
- Mailed approximately 4,000 tax notices to RID Maintenance owners.
- Have increased revenues to the General Fund and Records Preservation Fund by processing an average of 153 documents per day.

GENERAL GOVERNMENT

Clerk & Recorder - Records

Department Budget

Object of Expenditure	Actual FY 2005	Final FY 2006	Actual FY 2006	Request FY 2007	Preliminary FY 2007	Final FY 2007
Personnel	\$ 421,652	\$ 444,602	412,671	\$ 459,901	\$ 479,101	\$ 485,642
Operations	82,107	81,320	73,662	79,625	79,625	79,625
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ 503,759	\$ 525,922	\$ 486,333	\$ 539,526	\$ 558,726	\$ 565,267

Budget by Fund Group

General Fund	\$ 503,759	\$ 525,922	\$ 486,333	\$ 539,526	\$ 558,726	\$ 565,267
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 503,759	\$ 525,922	\$ 486,333	\$ 539,526	\$ 558,726	\$ 565,267

Funding Sources

Tax Revenues	\$ -	\$ (77,401)	\$ (76,627)	\$ (79,403)	\$ (82,229)	\$ (82,229)
Non-Tax Revenues	547,962	678,208	990,879	850,000	850,000	850,000
Cash Reappropriated	(44,203)	(74,885)	(427,919)	(231,071)	(209,045)	(202,504)
Total	\$ 503,759	\$ 525,922	\$ 486,333	\$ 539,526	\$ 558,726	\$ 565,267

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
1	Full-Time	Elected Clerk & Recorder/Surveyor	1.00
1	Full-Time	Recording Supervisor	1.00
1	Full-Time	GIS Technician	1.00
8	Full-Time	Support Staff	8.00
Total Program FTE			11.00

Clerk & Recorder - Records

2007 Budget Highlights

Personnel

- New support staff member to accommodate increased volume and maintain level of service in the department funded for FY 07.

Operations

- No significant changes in operations.

Capital

- See Record Preservation Fund.

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder Records department is striving to fulfill those goals.

Exceptional Customer Service

- Knowledgeable, friendly, helpful staff.

Be Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

Improve Communications

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

To be the Employer of Choice

- Staff has training opportunities available to them.

Clerk & Recorder - Records

WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators

Indicator	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
1 . Documents filed/recorded	41,638	37,819	39,952	42,000
2 . Deeds recorded	7,080	7,579	7,706	7,900
3 . Plats/surveys filed	230	295	228	250
4 . New Condominium declarations recorded	22	39	64	96
5 . Total Receipts	21,525	22,313	23,642	25,000
6 . Number of certified birth certificates issued	3,126	3,183	3,354	3,400
7 . Number of certified death certificates issued	3,600	2,832	3,948	4,000
8 . Minutes completed for County Commission Meetings	50	71	92	100

Performance Measures

Measure	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
1 . Process documents within 2 weeks of receipt.	79%	100%	100%	100%
2 . Recorded deeds same day as receipt				98%
3 . Plats entered in plat books and proofed within 2 weeks of receipt				90%
4 . Condos entered in plat books and proofed within 2 weeks of receipt				98%
5 . Percent receipts completed without edit		98%	97%	98%
6 . Birth Certificates issued same day as request			100%	100%
7 . Death Certificates issued same day as request			100%	100%
8 . Commission minutes posted on website within 2 weeks		4%	24%	70%

Commentary